



UNIFIED SCHOOL DISTRICT

Tradition With The Future In Mind

Brian Beck, Superintendent

BOARD OF TRUSTEES: Rick Applegate Mark Harman Randall Heckman Jim Hudelson Victoria Porter

POSITION ANNOUNCEMENT

**AFTER SCHOOL PROGRAM SITE COORDINATOR
(TEMPORARY POSITIONS – GRANT FUNDED)**

DESCRIPTION:

Under the general supervision of the Director of After School Programs, assists in classroom instruction, individual instruction and tutorial assistance to students as needed and/or as directed by the Director of After Schools.

POSITIONS AVAILABLE:

To begin August 11 for the 2008-09 school year:

- 1 position - 6 hours per day, 8:00 A.M. – 3:00 P.M., 5 days per week
- 2 positions - Up to 3.75 hours per day, 2:45 – 6:30 P.M., 5 days per week

SALARY AND BENEFITS:

\$20 - \$30/ hr, depending upon experience; No Benefits available
NOT A PART OF CSEA BARGAINING UNIT

EMPLOYEE QUALIFICATIONS:

Required:

- AA Degree or 48 College Units or Para Professional Proficiency Certification
- Ability to work well with students.
- Develop and implement programs to help students improve in academic and social skills.
- Independently facilitate and direct literacy/math, homework assistance, and enrichment components.
- Able to work with diverse ethnic, gender, age and cultural groups.
- Integrate school curriculum to the after school literacy/math component.
- Able to plan, coordinate and implement special events involving parents and the community.
- Be able to pass required T.B. and DOJ fingerprint clearance.

Desirable:

- Previous successful experience as a site coordinator and/or after school aide.
- Completion of Early Childhood Education (ECE) units most helpful but not required.

Applicants:

Submit the following required items:

- Letter of interest
- Completed District application
- Resume
- Three (3) current letters of recommendation
- Copies of transcripts or NCLB Certification test, as applicable

INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED

DEADLINE: Open until filled

Posted: May 6, 2008

An equal opportunity employer